

Part IV

STANDING RULES

FLORIDA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

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Florida Annual Conference Of The United Methodist Church

STANDING RULES

Chapter One **GENERAL PROVISIONS**

Section I. Standing Rules

¶ 101. *Establishment.* The Annual Conference establishes the following Standing Rules under the authority of ¶ 608 of the *The Book of Discipline of the United Methodist Church (2000)* (“the *Discipline*”), which permits the Annual Conference to structure its own ministries and administrative procedures in order to accomplish its purpose of making disciples for Jesus Christ.

¶ 102. *Purpose.* The Standing Rules prescribe the ministries of the Annual Conference and the administrative procedures it shall follow.

¶ 103. *Amendment.* A two-thirds vote of the Annual Conference members present and voting shall be required to amend or change the Standing Rules.

¶ 104. *Suspension.* A two-thirds vote of the Annual Conference members present and voting shall be required to suspend the Standing Rules.

¶ 105. *Discipline Controls.* If a Standing Rule conflicts with the *Discipline* in any way, the *Discipline* shall control.

¶ 106. *Definitions.*

1. *The Discipline:* unless otherwise noted, refers to *The Book of Discipline of the United Methodist Church (2000)*.
2. *Annual Conference* or *Conference:* unless otherwise noted, refers to the Florida Annual Conference of the United Methodist Church.
3. *Conference agency:* any council, board, commission, committee, or other structural grouping established by the Standing Rules of the Conference or mandated by the *Discipline*.
4. *Ex-officio member:* unless otherwise noted, all ex-officio members shall have voice but not vote.

Section II. Standing Rules Committee

¶ 107. *Establishment.* The Annual Conference establishes a Standing Rules Committee.

¶ 108. *Membership.* The committee shall consist of eight members. In order to secure experience and stability, the membership shall be divided into four classes of two

members; and one class shall be elected each year for a four-year term. To begin the process of rotation, on the first year one class shall be elected for one year, one class for two years, one class for three years, and one class for four years. The Conference Secretary, the Director of Connectional Ministries, and a representative of the Bishop's office shall serve as ex-officio members.

¶ 109. *Officers.* The Committee shall elect from its membership, to hold office for one year or until their successors shall be elected, a chair and a vice-chair. The chair and the vice-chair shall not be members of the same class. The Conference Secretary shall serve as secretary of the committee.

¶ 110. *Powers and Duties.* The Standing Rules Committee shall have authority to perform the following duties:

1. Consider all proposed amendments or changes to the Standing Rules and present them to the Annual Conference after:
 - a. Determining that proposed amendments or changes do not conflict with other Standing Rules or the *Discipline*, and
 - b. Reviewing proposed amendments or changes for clarity of language and appropriate location in the Standing Rules;
2. Determine whether the Annual Conference has all agencies required by the *Discipline*, or, where permitted by the *Discipline*, other structures to provide the functions mandated by the *Discipline*, and report its findings to the Annual Conference;
3. Keep the Standing Rules current by recommending updates each year to the Annual Conference for action;
4. Have committee members at each session of the Annual Conference to ensure compliance with the Standing Rules and to monitor the business and recommend changes to the rules to reflect the action of the Annual Conference;
5. Inform the Bishop of Standing Rules violations;
6. Maintain the Standing Rules in a user-friendly format to facilitate compliance with the Standing Rules; and
7. After each Annual Conference session, promptly submit a current version of the Standing Rules to the Conference Secretary for publication on the Conference website and in the Conference Journal.

Chapter Two ORGANIZATION OF THE ANNUAL CONFERENCE

Section I. Officers

¶ 201. The Annual Conference Secretary

1. *Election.* The Conference Secretary shall be elected quadrennially at the first session of the Annual Conference following the General Conference, assuming office on September 1, and shall be eligible to serve no more than two consecutive quadrennia. In the event of a vacancy, the Cabinet shall have authority to appoint a successor, subject to confirmation by the next session of the Annual Conference.

2. *Powers and Duties.* In addition to other responsibilities, the Secretary shall perform the following duties:

- a. *Editor of Conference Journal.* Edit and publish the Conference Journal;
- b. *Nominates Secretarial Assistants and Committee on Journal.* Nominate Secretarial Assistants and members of the Committee on Journal, as needed, for annual election by the Annual Conference;
- c. *Custodian of Conference Books and Archives.* Serve as the custodian of the books and archives of the Conference and annually report where they are kept, cooperating with the Commission on Archives and History in the discharge of this responsibility and serving as an ex-officio member of that Committee;
- d. *Ex-Officio Member of Committees.* Be an ex-officio member of the Annual Conference Program Committee, the Committee on Resolutions, the Standing Rules Committee, the Conference Committee on Leadership, the Elections Procedures Committee, the Board of Pension and Health Benefits, and the Service Years Committee of the Board of Pension and Health Benefits.

¶ 202. **The Annual Conference Treasurer: Powers and Duties.** In addition to other responsibilities, the Treasurer shall have the following duties:

1. *Keep Records and Inventory of Conference Property.*
 - a. In cooperation with Conference Trustees, maintain records and tend to title issues of all real properties owned by the Conference;
 - b. Keep an up-to-date inventory of all office equipment, furnishings, software and other valuable tangible items owned by the Conference.
2. *Keep Record of Insurance.* After consultation with the proper agencies and in cooperation with the Risk Management Committee, the Treasurer shall keep a record of all insurance for the Conference and Conference agencies involving coverage of property, accident, liability and fidelity.
3. *Conference Statistician.* The Treasurer shall serve as Conference Statistician, collecting the statistics of the Annual Conference, editing the Statistical Tables for publication in the Conference Journal, and reporting to each regular session of the Annual Conference.
4. *Administrator of the United Methodist Conference Center.* In consultation with the Office of the Bishop, the Conference Trustees, the Director of Connectional Ministries, and the organizations housed therein, the Treasurer shall be the administrator of the United Methodist Conference Center.
5. *Personnel and Human Resource Officer.* In consultation with the Executive Committee of the Council on Finance and Administration, the Treasurer shall serve as the personnel and human resource office for Conference staff.

Section II. Membership of the Annual Conference

¶ 203. *Lay Members of Annual Conference.* The number of Lay Members of the Annual Conference shall equal the number of Ministerial Members. To achieve this goal, the

District Lay Leaders, District Presidents of United Methodist Men, and District Presidents of United Methodist Women shall be members, in addition to the Lay Members from Pastoral Charges, the Diaconal Ministers, the Conference Lay Leader, the Conference President of United Methodist Men, the Conference President of United Methodist Women, the Chair of the Conference Department of Youth Ministries, one youth representative between the ages of thirteen and eighteen from each district, and one young adult representative between the ages of eighteen and twenty-five from each district. The Conference Secretary shall compute annually the number of additional Lay Members needed to equal the Ministerial Members, and shall distribute the number to be elected by each district on the basis of the percentage of Pastoral Charges in that district. The District Conference shall determine the manner of election. It is recommended that the Deaconesses within the district be given special consideration.

Section III. Location of Annual Conference

¶ 204. The Annual Conference shall meet upon invitation at such places as may be selected by the Conference, or by the Bishop and Cabinet.

Section IV. Business of the Annual Conference: Rules of Procedure. The following Rules of Procedure shall be observed to expedite the business of the Annual Conference:

¶ 205. *Committee on Journal.* Upon nomination of the Secretary, the Conference shall elect a Committee on Journal at the beginning of each Annual Conference session. This committee shall consist of three members of the Conference and shall examine the daily minutes, make any needed corrections, and report back to the next meeting. The adoption of their report shall be the approval of the minutes.

¶ 206. *Reports and Resolutions*

1. *Filing Deadlines.*

a. All reports and resolutions shall be typed for submission to the Annual Conference, and shall be submitted to the Secretary, or the Secretary's designate, in duplicate. All matters requiring action of the Annual Conference shall be available to all delegates no less than ten days prior to the opening day of Annual Conference. The traditional Conference Workbook will be printed and made available to delegates prior to Annual Conference.

b. Reports and resolutions not included in the Conference Work Book must be in the Conference office fifteen working days in advance of the opening of the Annual Conference in order to be included in the Workbook Supplement. All materials included in the Workbook Supplement shall be at the cost of the submitting party.

c. Any report, resolution, or recommendation requiring Conference action that is not included in the Conference Work Book or Workbook Supplement must be before the Conference and the Conference Secretary in printed form for twenty-four hours before being acted upon. Such pages

shall be prepared and duplicated for distribution at the expense of the submitting party.

d. All resolutions appropriate for review by the Committee on Resolutions must meet the Work Book deadline unless the underlying subject first arose after that date.

2. *Resolutions not coming from a Conference agency.* Any resolution not coming from a Conference agency shall be referred to the Committee on Resolutions before it comes to the Annual Conference for consideration. The Committee on Resolutions shall not accept for consideration any resolution which is not properly identified as being either: 1) the proposal of a member of The United Methodist Church; or 2) from a group which is a recognized organization or fellowship within The United Methodist Church or one of its connectional congregations. If the resolution is not properly submitted, it shall be returned to the sponsors for revision. If the resolution is properly submitted, the Committee on Resolutions shall authorize its sponsors to present it to the Annual Conference for consideration.

3. *Conference Agency Reports and Resolutions.* Any report or resolution presented by a Conference agency, in accordance with the provisions above, shall be properly before the Annual Conference when it is presented, and shall not require a motion or a second. Resolutions or any item of business to be presented to the Annual Conference from a program-related Conference agency must first come to a meeting of the Conference Council on Ministries for its action, with such action reported with the reports and resolutions of the Annual Conference.

4. *Other Resolution Requirements.* Every resolution requiring implementation shall include:

- a. Cost to the Conference;
- b. Name of the implementing organization or persons;
- c. If communication is required, shall designate the person or persons responsible for the communication;
- d. A stipulation that the agency or group sponsoring the resolution shall be responsible for any referral required by the Resolution;
- e. If a Committee is to be appointed, or if a task force is to be formed by an existing organization or individual, the resolution must state that the financial cost of the committee or task force is covered in an existing budget or present to the Conference its estimated cost.

5. *Matters Involving, or Potentially Involving, Conference Legal Rights or Obligations.* Before the following matters involving the potential legal rights or obligations of the Annual Conference, or its agencies, properly may come before the Annual Conference for consideration, they shall first timely be referred to the Chancellor for opinion or comment: 1) assumption by the Annual Conference, or the potential for assumption, whether express or implied, of any fiduciary duty as trustee, principal or otherwise; 2) use of the title "United Methodist," "Florida United Methodist," or any similar language, intended for use in the name of any program or activity; or 3) any agreement or contract by which the Annual Conference undertakes responsibility for any program, activity or property. Unless referred as required, the Annual Conference shall not consider the matter.

6. *Vote Count Appended to Resolutions.* Every resolution upon which a count vote has been taken shall, if passed, have the vote count appended to it in all distribution of that resolution.

¶ 207. *Debate and Discussion of Conference Matters*

1. *Recognition for Discussion.* Any Annual Conference member wishing to participate in the debate and discussion of Conference matters shall be recognized in the manner determined by the Annual Conference.

2. *Time Limits and Order of Speeches.* Debate and discussion of motions shall be limited to three minutes per speech, and the speeches shall alternate between those for and those against the pending motion.

3. *Limitation on Number of Speeches.* A member of the Conference shall be permitted to speak only one time for, or one time against, any motion before the Conference with one exception: if no one wishes to oppose the preceding speech, a member who has spoken on the motion may speak one more time. It is understood that this rule shall not be construed to preclude the maker of the motion from concluding the debate.

4. *Motion to Call for the Previous Question.* A motion to call for the previous question may be made at any time, if no one desires to speak. However, as long as there are those desiring to speak, a motion to call the previous question may not be made until there have been two speeches for and two speeches against the pending motion.

5. *Limitation on Debate.* Debate shall be limited on any issue to three speeches for and three against the pending motion. Then the vote shall be taken unless the rule is suspended.

Section V. Delegates' Packet, Distribution of Material, and Display Space at Annual Conference Session

¶ 208. *Delegates' Packet and Distribution of Material at Annual Conference Session.* The delegates' packet shall contain only those materials from official boards and agencies of the United Methodist Church. Only those materials that the delegates will use during the Annual Conference shall be distributed within the lobby.

¶ 209. *Display Space at Annual Conference Session.* Any group desiring display space at the Annual Conference Session facilities must make reservations through, and be approved by, the Annual Conference Program Committee.

Section VI. Costs of Attending Annual Conference

¶ 210. *Retired Pastors and Pastors Applying for Probationary Membership.* Accommodations for retired pastors of the Florida Conference receiving pension, and for pastors applying for Probationary Membership, shall be provided or supplemented as determined by the Council on Finance and Administration and the Cabinet.

¶ 211. *All Other Members.* All other clergy and lay members shall provide for their own accommodations, but it is recommended that the churches reimburse all, or at least part, of these expenses.

Chapter Three

NOMINATION AND ELECTION TO CONFERENCE AGENCIES

Section I. Nomination to Conference Agencies

¶ 301. *Conference Committee on Leadership (“CCL”).* The Conference Committee on Leadership shall be composed of the Bishop, who shall be Chair, the administrative assistant to the Bishop, if any, the District Superintendents, the Director of Connectional Ministries, the Conference Secretary, the Conference Lay Leader, the Conference President of United Methodist Men, the Conference President of United Methodist Women, the Chair of the Council on Youth Ministry, and one Lay Member elected annually by each District Conference. Up to three persons may be named at-large by the Board of Lay Ministry to provide for adequate diversity.

¶ 302. *Inclusiveness Required.* It is intended that the membership shall be inclusive at every level of the Conference structure. The Conference shall therefore direct and monitor all Committees on Leadership, at every level of its structure, to ensure inclusiveness—racial, gender, ethnicity, age, people with disabilities, laity, and clergy — in the Conference.

¶ 303. *Nomination Procedure.*

1. *Agencies Submit Requests for Personnel.* By October 1 of each year, chairs of all Conference agencies shall, after determining their respective agency’s personnel needs for the coming conference year, submit their requests for personnel to the Administrative Assistant of the Conference Committee on Leadership (“CCL”). This request shall include the following:
 - a. The number of persons needed;
 - b. The agency chair’s perspective on the gifts and graces needed in its personnel for the most effective work of the agency;
 - c. Any factors that would help that agency reflect general goals of inclusiveness of all persons;
 - d. A description of the work the agency has before it;
 - e. An estimate of the number, extent, and location of agency meetings;
 - f. Any other factors that would fully inform the District Committees on Leadership of the nature of the work and the agency’s expectations.
2. *Personnel Needs are Circulated.* No later than October 10, the Administrative Assistant to the CCL shall post on the Conference website and circulate to all District Committees on Leadership a compiled statement of personnel needs of all Conference agencies.
3. *District Superintendents Meet.* In December the district superintendents shall gather to reflect upon the personnel needs then apparent and consider strategies to communicate the needs of the CCL to the districts and to encourage widespread

participation in the application and nomination process in the districts. The district superintendents shall promptly consult with their district lay leaders on the outcomes of that reflection.

4. *Persons Seeking Nomination Submit Forms.* Prior to the deadlines set by the respective District Committees on Leadership, persons seeking to serve must submit a self-nomination form which shall list, at minimum, the position sought, name, address, phone numbers, a brief statement of their experience or expertise in the area, and the signed recommendation of one of the following: the local church pastor, lay leader, chair of the administrative board or church council, or the chair of the local church council on ministries. The forms shall be submitted to the District Office, and shall form the pool of applicants from whom all District and Annual Conference nominations may be made.

5. *District Committees on Leadership Deliver Lists of Nominees.* Each District Committee on Leadership shall meet prior to January 20, and by February 1 deliver to the Administrative Assistant to the CCL its nominees for the positions indicated.

6. *CCL Completes Nominations.* The CCL shall meet in early April to consider and make nominations for the upcoming Annual Conference session. A full statement of needs and responses shall be in the hands of members of the CCL at least fifteen days prior to the meeting. Last-minute nominations of persons not previously considered by a District Committee on Leadership shall be accepted, but are strongly discouraged, for they subvert the process. A listing of all persons so nominated shall be published each year in the issue of the Florida United Methodist Review nearest to May 1.

Section II. Election to Conference Agencies

¶ 304. *Elections at Annual Conference.* The Annual Conference shall elect, upon nomination by the Conference Committee on Leadership or from the floor, the personnel needed for its work. Election shall be at the regular session of Annual Conference.

¶ 305. *Elections of Youth Representatives.* The Conference Council on Youth Ministry shall elect, annually, youth representatives to all Conference agencies upon which they are required by the *Discipline* to have representation.

Section III. Filling Vacancies in Conference Agencies

¶ 306. *Unexcused Absences Create Vacancies.* Any member of an agency who is absent from two meetings without excuse shall automatically cease to be a member of that agency. The secretary of the agency shall notify the Conference Committee on Leadership of vacancies created by unexcused absences.

¶ 307. *Procedure for Filling Vacancies.* If vacancies in Conference agencies occur between regular sessions of the Annual Conference, the Conference Committee on Leadership may fill these vacancies. The respective agencies may, in order to provide expertise and promote inclusiveness, suggest persons to fill these vacancies to the

Conference Committee on Leadership. Vacancies filled in this manner shall come before the Annual Conference for confirmation at its next regular session. Persons so nominated shall serve until their confirmation as if elected.

Chapter Four CONFERENCE AGENCIES

Section I. Establishment of Conference Agencies Required by the *Discipline*

¶ 401. The Annual Conference establishes the following agencies required by ¶¶ 608-652 of the *Discipline*. Listed with each agency is its corresponding paragraph in the *Discipline*, any Standing Rules pertaining to that agency, and the name given by this Conference to the agency if it differs from the name listed in the *Discipline*.

1. Conference Council on Finance and Administration (¶¶ 609-615 of the *Discipline*; Standing Rules (“SR”) ¶ 403)
2. Conference Commission on Equitable Compensation (¶ 623; SR ¶ 404.3, Commission on Equitable Salaries within the Division of Ministry)
3. Conference Board of Church and Society (¶ 627; SR ¶ 402.7d(2), Conference Council on Ministries (“CCOM”) Church and Society Team)
4. Conference Board of Discipleship (¶ 628; SR ¶ 402.7d(3), CCOM Discipleship Team)
5. Conference Board on Laity (¶ 629; SR ¶ 406, Conference Board of Lay Ministry)
6. Conference Board of Global Ministries (¶ 630; SR ¶ 402.7d(7), CCOM Missions Ministry Team)
7. Conference Board of Higher Education and Campus Ministry (¶ 631; SR ¶ 405)
8. Conference Board of Ordained Ministry (¶ 632; SR ¶ 404.1, within the Division of Ministry)
9. Conference Administrative Review Committee (¶ 633; Conference Committee on Investigation)
10. Conference Committee on Episcopacy (¶ 634; SR ¶ 410)
11. Episcopal Residence Committee (¶ 635)
12. Conference Board of Pensions (¶ 636; SR ¶ 404.2, Conference Board of Pension and Health Benefits within the Division of Ministry)
13. Conference Board of Trustees (¶ 637; SR ¶ 407)
14. Conference Commission on Archives and History (¶ 638; SR ¶ 409)
15. Conference Commission or Committee on Christian Unity and Interreligious Concerns (¶ 639)
16. Conference Commission on Religion and Race (¶ 640)
17. Conference Commission on Status and Role of Women (¶ 641)
18. Conference Commission on Small Membership Church (¶ 642)
19. Commission on Communications (¶ 643; SR ¶ 402.8b, CCOM Communications)
20. Conference United Methodist Women (¶ 644)
21. Conference United Methodist Men (¶ 645)
22. Conference Council on Youth Ministry (¶ 646; SR ¶ 402.7d(9), CCOM)

23. Joint Committee on Incapacity (§ 648; SR § 404.4 within the Division of Ministry)
24. Committee on Disability Concerns (§ 649)
25. Committee on Native American Ministry (§ 650; SR § 402.8e, CCOM)

Section II. Conference Structure of *Discipline* Agencies

§ 402. Conference Council on Ministries

1. *Establishment.* Pursuant to § 608 of the *Discipline* and those paragraphs of the *Discipline* that allow it some discretion in structuring agencies required by the *Discipline*, the Annual Conference establishes a Conference Council on Ministries.
2. *Purpose.* The purpose of the Council shall be to: a) be a vital and welcome resource to the local churches; b) be in Ministry where the local churches cannot be in Ministry, for missions and causes beyond the scope of the local church; c) provide a vision for the future of the Conference; and d) provide support for and administration of its ministries.
3. *Membership.* Council membership shall be composed of the Chair, Vice-Chair and Secretary elected quadrennially by the Council, the Bishop or his/her designee, one Cabinet Representative, the Chair of the Ministry Teams and Committees (Discipleship, Church and Society, Mission, Events, Ethnic Local Church Concerns, Youth, Camp Facilities, Communications), Conference Lay Leader, Chair of the Board of Higher Education and Campus Ministry, Chair of the Commission on Religion and Race, Chair of the Commission on Status and Role of Women, President, Conference United Methodist Men, President, Conference United Methodist Women, and members of General or Jurisdictional Councils on Ministries who reside within the bounds of the Annual Conference. If a district is not represented from the voting membership listed above, that district conference may name a clergy or lay person to the Council in order to have representation from their district. Ex-officio members with voice but without vote shall be the Director of Connectional Ministries, Conference Council staff, the Chair of the Council on Finance and Administration or the Conference Treasurer, and the Director of Facilities (LEC and Camps). The Council shall meet at least annually each calendar year.
4. *Attendance by Proxy; Unexcused Absences.* Members of the Council who are unable to attend a meeting may send a representative who shall have voice and vote. Any member of the Council who has been absent for one year without justifiable reasons shall be referred to the proper nominating committee for replacement.
5. *Officers.* Officers of the Council shall include a Chair, a Vice-chair and a Secretary, all who shall be elected quadrennially by the Council. The Chairs and members of the Council Ministry Teams and Committees, (except Council on Youth Ministry) shall be elected quadrennially by the Annual Conference on nominations of the Conference Committee on Leadership, as set out above. The Chair and members of the Council on Youth Ministry shall be elected annually by the Annual Conference on nomination of the Conference Committee on Leadership. Persons elected to the Council Ministry Teams and Committees shall

not be disqualified from continued service if they relocate outside the District in which they reside at the time of their election, provided that such persons shall retain their membership and relation to the Florida Annual Conference, or one of its local churches. The Council shall elect chairs and members of the Internal Committees of the Council quadrennially.

6. *Creation of Task Forces.* The Council may from time to time establish such task forces as it deems necessary and proper to fulfill the functions of the Council. To create a task force a resolution meeting the following requirements must be passed by a majority vote of the Council: the resolution must include the date upon which the task force shall cease to exist; clearly state the purpose or goals for the task force; set forth the number of members of the task force (not to exceed eighteen persons); include the dates on which the task force shall report back to the Council on the progress of its work; and specifically state any necessary funding for the task force and the sources of that funding. All reports of the task forces shall be submitted to the next regular session of the Annual Conference for its information and, if requested, its action. The Director of Connectional Ministries shall be an ex-officio member of all committees and task forces. The Chairs and members, except as otherwise specified in the resolution creating the task force, shall be elected by the Council.

7. *Ministry Teams and External Committees of the Council on Ministries.*

a. *Purpose.* The Council's ministry teams and similar agencies shall accomplish its primary work.

b. *Chairs.* Each team shall elect its chair to serve a maximum term of four years. The chair is responsible for leading the faithful, timely, innovative and effective execution of the work of the team.

c. *Membership.* All external CCOM ministry teams shall set a goal to have fifteen or fewer members per team. Those with more than that number at the time these Standing Rules are adopted shall work toward this goal by normal attrition over time.

d. *Listing of Teams.*

1) **Camp Ministry Team:** This team shall consist of nine members whose job shall be two-fold:

a) It shall establish the yearly program plan for the summer camping program for children and youth, hire needed program staff and recruit leaders and counselors for the program, and evaluate and train camp personnel for the operation of the camping program.

b) Establish a yearly budget based on the expense of facility operation, personnel, and program expense and formulate the budget plan to balance the cost of camp fee, Annual Conference budget for summer camp and other sources of revenue. The goal shall be not to increase the cost of camp by more than 5% of the previous year's camp fee.

c) Representation on this team shall be a rotating three-year service with no more than three people changing on the board on a yearly basis.

- 2) **Church and Society Ministry Team:** The Church and Society Ministry Team shall develop and implement ministries to assist the local churches, Districts and Conference in relating the Gospel of Jesus Christ to members of the churches and to the people and structures of the communities and the world in which we live.
- 3) **Discipleship Ministry Team:** The Discipleship Ministry Team shall develop and implement ministries to assist the local churches, Districts and Conference in efforts to win persons to Christ, educate them in their faith, and fulfill their discipleship.
- 4) **Ethnic Local Church Concerns:** There shall be a Committee on Ethnic Local Church Concerns constituted in accordance with the requirements of the *Discipline*.
- 5) **Health and Wholeness Ministry Team:** The Health and Wholeness Ministry Team shall provide resources and training to motivate and empower local congregations to be in ministry with persons in the areas of child care, older adults, health care, handicapping conditions and to provide a direct relationship between the Annual Conference and Health and Welfare institutions.
- 6) **Hispanic Ministry Team:** Our special vision is to reach the growing Hispanic population in the state of Florida with the Good News of Jesus Christ and his kingdom. This involves the development of congregations, both old and new, which shall be growing and vital and which shall minister in Christ's name to the needs of the whole person and the whole community where they are. To implement this vision, the Conference Hispanic Ministry Team shall work in at least three areas: congregational mobilization, leadership recruitment and training and resource development. The Florida Conference Hispanic Ministry Team shall be the basic working unit of the new Comprehensive Plan. It shall consist of three categories of members totaling up to twenty-five persons: 1) The eight-person executive committee of the Hispanic Assembly, elected quadrennially by the Hispanic Assembly. 2) Up to fourteen district coordinators of Hispanic Ministry, each one named by, and responsible directly to, his or her district superintendent. This appointment should be made in consultation with Hispanic leaders in the Conference, especially the conference coordinator. These coordinators shall be named in districts where there is Hispanic work now in existence or where there is an intention to establish it. These persons should preferably be Hispanic, or other persons who are willing to work in Hispanic Ministry. He or she may also function as a pastor-mentor for the lay missionaries who may be working in the district program when this is carried on beyond any existing local congregation.
- 7) **Missions Ministry Team:** The Missions Ministry Team shall develop and implement ministries to assist the local churches, Districts and Conferences in discerning where the Gospel has not

been heard or heeded, and in witnessing to its meaning, inviting all persons to newness of Life in Christ.

8) **Young Adult Ministry Team:** The Conference Young Adult Ministry Team shall consist of between nine and fifteen persons, clergy and lay, of whom at least one-third shall be between the ages of eighteen and twenty-nine. This team shall develop a strategy for increasing the ministry opportunities for young adults on both the conference and local church level. Various resources shall be made available through the Young Adult Department to provide growth in ministry and opportunities for service for this important age ministry of the church. At least three persons shall be people of color and women.

9) **Council on Youth Ministry:** There shall be a Council on Youth Ministry constituted in accordance with the requirements of the *Discipline*.

8. *Internal Committees of the Council on Ministries.*

a. **The Executive Committee** shall be composed of the officers of the council, the Bishop (or his/her designee), one District Superintendent selected by the Cabinet, the Director of Connectional Ministries, the elected representative of the General Council on Ministries, and up to three additional members selected by the Council in order to balance the diversity, particularly between laity and clergy. In addition to its other responsibilities, the Executive Committee shall develop and recommend an Administrative Budget to the Council, determine the manner in which the budget is to be administered, and serve as Nominating Committee for the Council. The Executive Committee shall also serve as the Personnel Committee of the Conference Council on Ministries. It shall recommend personnel policies and standards to the Council, guide in the application of the policies and standards that are adopted, make recommendations concerning job descriptions, salaries to the Council. It shall also serve as the search committee for the Director of Connectional Ministries and Conference Council Staff. The Executive Committee shall submit its actions to the Council for its approval as soon as may be practicable. The council shall meet at least annually each calendar year.

b. **The Communications Committee** shall care for the publishing interests of the Annual Conference, interpret the Conference budget and benevolences, perform general public relations on behalf of the Conference, carry out other functions assigned to it by the Conference Council, perform the duties described in ¶ 643 of the *Discipline*, and cooperate in relating the Annual Conference to the process of the General Church. The Chair of the Committee shall elect a Coordinator of Communications, who shall be a member of the Committee on Communications.

c. **Camp Facilities Committee**

1) *Responsibilities.* The Camp Facilities Committee (“CFC”) shall have overall supervision of all aspects of property maintenance, construction, renovation and repair at the Life Enrichment Center,

Warren W. Willis Camp, Lake Asbury Retreat Center, South Florida Camp, and other conference camp properties, if any (“the Facilities”). The CFC shall not be concerned with program use of the Facilities.

2) *Reporting Requirements.* The CFC shall report its actions to the Conference Board of Trustees, the Conference Treasurer and the Conference Council on Ministries.

3) *Accountability.* The CFC shall be accountable solely to the Conference Council on Ministries, except for capital improvements in excess of \$25,000, which shall be approved by the Conference Board of Trustees.

4) *Fee-Setting; Renovation and Repair.* The CFC, after no less than one month’s prior consultation with the chair of all the Committees to which it reports and with the Director of Connectional Ministries, shall have sole authority to set fees for use of the Facilities. Without such prior consultation, the CFC shall determine all needed renovations and repair, and, as funds are available, direct such renovation and repairs, and establish budgets and oversee all spending related thereto.

5) *Capital Replacement Costs.* The CFC shall determine an appropriate amount to provide for future capital repair, renovation and replacement, and establish it as a “Capital Replacement Reserve” account with the Conference Treasurer. The CFC shall determine the annual amount to be added to such fund as a cost of current occupancy, with current users ultimately funding the capital replacement costs.

6) *Membership.* The CFC shall be composed of the following members: designee of the Conference Board of Trustees; designee of the Conference Treasurer; two persons elected by the Conference Council on Ministries; one person elected by the Conference Committee on Finance & Administration; and the Executive Director of the Facilities. The chair of the CFC shall designate the secretary. The CFC shall elect four at-large committee members.

d. **Vision Ministry:** The Vision Ministry Team shall be composed of the Conference Council Chair, who shall be the convener, the Chairs of the Discipleship, Church and Society, Missions and Events Ministries, the Director of Connectional Ministries, a member of the planning and research function, and a Cabinet representative. It shall serve to provide vision, innovation, and strategic planning for the Conference Council on Ministries. It shall act as the coordinator and resource group for planning and research projects.

e. **A Committee on Native American Ministry** shall be established as set out in ¶ 650 of the *Discipline*. The chair and members of the committee shall be elected by the Committee and ratified by the Council. It shall relate directly to the Mission Ministry Team.

- f. **A Committee on Haitian Ministry**, whose chair and members shall be elected by the Council. It shall relate directly to the Mission Ministry Team.
- 9. *Staff of the Conference Council.*
 - a. *Director of Connectional Ministries.* The Executive Officer of the Conference Council shall be the Director of Connectional Ministries (“DCM”). The DCM shall articulate the vision of the CCOM, seek alignment and implementation of the Ministry system that gives life to the vision, and participate in and supervise the core processes of the Council. The DCM shall function in a consultative relationship to the Cabinet on matters relating to coordination, implementation, and administration of the Conference Ministries. The DCM leads the Conference Council Staff in implementing the shared vision and ministries of the CCOM. Following consultation with the executive committee of the Council, the Bishop shall nominate the DCM whose election shall be determined by the Executive Committee of the Council solely upon the nomination of the Bishop. The salary shall be the same as that of a District Superintendent, and if the person elected is clergy, the appointment limitations shall apply.
 - b. *Other Council Staff.* The Council shall employ other Council Staff on the recommendation of the Director and the Personnel Committee. The Personnel Committee shall seek nominations from the Cabinet as well as other sources. Staff assignments to areas of work shall be reviewed annually by the Director and the Personnel Committee and confirmed by the Council.
 - c. *Staff Support for Other Agencies.* Other Associate Council Directors may be assigned to support Council Ministry Teams and Committees as may be directed by the Council and, with the agreement of the affected agencies, may act as staff support for Annual Conference agencies which are not a part of the Conference Council on Ministries.

¶ 403. **Conference Council On Finance And Administration**

- 1. *Establishment and Purpose.* There shall be a Conference Council on Finance and Administration (“CF&A”), as provided in ¶¶ 609-626 of the *Discipline*, which shall work cooperatively with the districts and with the other program and administrative agencies of the Conference in matters of staffing, administration, finances and program.
- 2. *Membership.* The chair of the Risk Management Committee shall serve as an ex-officio member of CF&A.
- 3. *Officers.* The President, Vice-President and other officers shall be elected by the CF&A. The President of CF&A shall be the convener of the Council. The President shall be an ex-officio member of the Conference Council on Ministries.
- 4. *Rules of the Council.*
 - a. *Fiscal Year is Calendar Year.* The Conference fiscal year shall be the calendar year.
 - b. *Budget Adjustments and Contingency Funds.* CF&A may make adjustments within the conference budget with the consent of the agencies involved. CF&A shall have authority to designate use of contingency funds,

except contingencies in program-area budgets, which shall be controlled by the program agency.

c. *Treasurer Oversees Budgets.* The Conference Treasurer shall manage all expenditures of the Annual Conference so that none exceed the area budgets as approved by the Annual Conference or balances held in designated or restricted funds.

d. *Checks Payable to Entities.* Checks written to agencies, boards, districts, committees, commissions or institutions shall be made payable in the name of the particular entity and not to any individual related to the entity.

e. *Administrative and Program Budgets Required.* In cooperation with the Treasurer's office, each organization shall designate in its annual budget an administrative budget (which shall include all fixed costs, including staff payroll and benefits, taxes, utilities, debt service, insurance, etc.) and a program budget. Administrative costs shall have priority of payment.

f. *Advances and Budget Changes.* Advances against anticipated income for a program may be made if funds are available. Changes to the administrative budget may be made with CF&A approval. Changes to the program budget may be made with CF&A approval when requested by the agency involved, but only with the approval of the Conference Council on Ministries and/or all other relevant program agencies. Requests for making changes in budgets and for funding of unbudgeted projects or programs may be brought to CF&A for consideration.

g. *Zero-base budgeting; budget requirements.* The annual budgets for all conference program and administrative entities shall be prepared on a "zero-base." It is intended that all programs, projects, and functions, old and new, be analyzed and re-evaluated on a year-to-year basis; that groups requesting budgeted funds shall frame their request in terms of the Conference vision and mission; that groups justify their requests in detail to explain why money is needed, specifically what it will be used for, the resulting benefits, and what would result if the request were denied. The groups requesting budgeted funds shall propose alternative courses of action, suggest levels of funding to fulfill pre-stated goals, and rank proposed activities in their order of importance. CF&A shall prepare guidelines to assist the groups requesting budgeted funds in their preparation of annual budget requests in accordance with this standing rule.

h. *Financial Reports/Audits Required.* All entities, including the districts, receiving funds through the CF&A or the Conference Treasurer's office shall present an annual financial report and/or audit to CF&A following the guidelines and within the time frame as specified by CF&A, including a statement of all monies held in reserve accounts. When there is failure to comply this rule, CF&A may decline to consider requests for funds for the following year and/or may withhold funds until such report is received.

i. *Conference Reserve Fund.* CF&A is authorized to maintain a conference reserve fund which may consist of: funds budgeted for that

purpose; funds received from whatever source for activities which have been terminated and which remain unused; year-end unused balances in the budget of conference program and administrative areas; and income earned by the investment of the cash flow in the Conference Treasury. The conference reserve fund may be used to manage cash flow and/or allocated to specific urgent needs as approved by CF&A. Status and uses of the conference reserve fund shall be reported at regular sessions of the Annual Conference.

j. *Executive Committee Acts as Personnel Committee.* The Executive Committee of the Council on Finance and Administration, including the Bishop or Bishop's designee, the Conference Treasurer, and the Director of Connectional Ministries, shall serve as the personnel committee for Conference employees and shall be responsible for all personnel matters including setting policy, benefits, and compensation, and handling grievances. This rule does not limit the role of the Conference Board of Ordained Ministry or the Conference Board of Pension and Health Benefits in relation to clergy matters.

k. *Emergency Borrowing.* In the event of a major emergency between sessions of Annual Conference and with the approval of the Bishop and a four-fifths majority of the Cabinet, a four-fifths majority of the Trustees, and a four-fifths majority of the Council on Finance and Administration, the Council on Finance and Administration may borrow up to one million dollars and/or, with the consent of other agencies, may suspend payment of or reallocate monies within the Conference budget.

l. *Approval Required for Obligations in Excess of Budget or Resources.* No agency or entity of the Conference shall be allowed to obligate itself beyond its approved budget or available resources without the prior approval of the Cabinet and CF&A. This rule does not apply to Bethune Cookman College, Florida Southern College, the Florida United Methodist Children's Home, The Florida Conference Foundation, or to District Boards of Mission and Church Extension.

5. *Risk Management Committee*

a. *Establishment and Purpose.* There shall be a Risk Management Committee that shall have overall supervision of the Property, Liability, Workers' Compensation, and other related insurance and risk management programs of the Florida Annual Conference. The Committee shall report to and be amenable to the Conference Council on Finance and Administration. The Committee shall serve as an intermediary in explaining, negotiating, and implementing the Conference-wide risk management program with all church-related entities that are involved in the program. The Committee shall have responsibility for selecting the broker of record, negotiating insurance contracts, designating the types and limits of insurance included in the program, establishing the financial parameters of the program, and other appropriate matters relating to the Conference-wide risk management program.

b. *Risk Manager; Expenses.* The positions of Risk Manager and support staff shall be established within the office of the Conference Treasurer. Budgeting of the Risk Management Department and the expenses of this Committee are contained within the administrative management fee of the risk management program. These fees are to be paid out of premiums, not apportionments, are to be reviewed and approved by the Committee, and are subject to approval by the Conference Council on Finance and Administration.

c. *Membership.* The Committee is to consist of eight members-at-large, who shall be placed in four classes of two persons each. Beginning in June 2003, the two persons in the class of 2004 shall serve for one year; the two persons in the class of 2005 shall serve for two years; the two persons in the class of 2006 shall serve for three years; the two persons in the class of 2007 shall serve for four years. Beginning with the nominations of the class of 2008, the two persons shall serve for four years. The Committee shall not be limited to, but must include, members with insurance, legal, pastoral, and financial experience. The Conference Council on Finance and Administration shall appoint from among its membership one member with voice and vote to this Committee. The Conference Trustees shall appoint from among its membership one member with voice and vote to this Committee. The Cabinet shall appoint one District Superintendent to this Committee. The Cabinet representative, the Conference Chancellor, the Conference Treasurer, and the Conference Risk Manager shall serve as ex-officio members of the Committee. The Committee, at its discretion, may invite others to serve as ex-officio advisors to the Committee.

d. *Officers.* The Committee shall nominate, and the Conference Council on Finance and Administration shall elect, the chair, vice-chair, and (if needed) other officers of the Committee.

¶ 404. **Division Of Ministry.** Pursuant to ¶ 608 of the *Discipline* and those paragraphs of the *Discipline* that allow it some discretion in structuring agencies required by the *Discipline*, the Annual Conference establishes a Division of Ministry comprised of the Board of Ordained Ministry, the Board of Pension and Health Benefits, the Commission on Equitable Salaries, and the Joint Committee on Incapacity.

1. **The Board Of Ordained Ministry**

a. *Membership.* The Board shall be composed of not more than sixty persons. It shall be composed of the following as nominated by the presiding bishop, after consultation with the chair of the board.

1) Each district in the annual conference shall have one clergy representative on the board.

2) It is recommended that the chair of each respective district committee on ordained ministry serve as that district's member-at-large of the board.

3) One-fifth to one-third of the membership of the board shall be lay members of United Methodist churches in the Florida Conference.

- 4) Two members of the board shall be either local pastors who have completed the Course of Study or associate members of the Florida Conference.
 - 5) The members-at-large of the board shall be deacons and elders in full connection in the Florida Conference.
 - 6) There shall be at least one elder on the board who is currently serving in extension ministry.
 - 7) There shall be at least one clergy representative on the board who is currently retired.
 - 8) There shall be two ex-officio members on the board: a district superintendent to serve as the Cabinet liaison and the Executive Director of the Division of Ministry, who shall serve as registrar for the Board. These members shall have voice but not vote.
 - 9) The membership of the board shall be constructed to give balance to clergy order, ethnicity and gender representation.
- b. *Officers.* The board shall organize itself by electing from its membership a chair, a vice-chair, chairs of the Division of Deacons and the Division of Elders, secretary, and such other officers as it may deem necessary. The chair of the board shall designate the board's executive committee.
- c. *Organization and Terms of Office.* The Board shall be organized in three classes of four years each. Each member may serve up to twelve years. When a person is elected to the board during a quadrennium, his/her term shall not exceed the balance of that quadrennium and two more quadrennia.
- d. *Participation Required.* If a member does not attend or does not fully participate in board responsibilities, that member shall be replaced; further, unless excused by the chair, expenses will be reimbursed only if a member attends all sessions of the board meeting.
- e. *Rules.* The following rules shall assist the Board of Ordained Ministry in its work:
- 1) The Board of Ordained Ministry shall present to the Conference to be filed among its papers a complete biographical statement of all persons admitted into full connection and of all persons received by transfer; and of the latter, a description of the ministry up to the date when received by transfer.
 - 2) The Board of Ordained Ministry shall require each applicant, including those being admitted from other denominations, to present a certificate of good health from a practicing physician, a current criminal background check, and an itemized statement of financial obligations.
 - 3) Any graduate of a seminary accredited by the Association of Theological Schools (ATS) not approved by the University Senate who desires to enter the Florida Conference on probation under the Seminary Rule must have completed forty-five credited hours of study in a Seminary approved by the University Senate.

- 4) All candidates for probationary membership and full-connection status shall appear in person to be interviewed by the Board.
- 5) All candidates for full connection shall have served full time under Episcopal appointment in the Florida Annual Conference under the supervision of a district superintendent for at least two full annual conference years following the completion of the education requirements specified in the *Discipline*. The faculty or staff of United Methodist colleges, universities, or seminaries may be permitted to render this service outside the bounds of the Florida Annual Conference.
- 6) Candidates from other denominations shall remain on probation not less than two years.
- 7) Candidates for admission on probation from other conferences must also receive a recommendation by a district committee on ordained ministry of the Florida Conference and have been a certified candidate of The United Methodist Church for two years prior to the Clergy Session of the Florida Annual Conference. These candidates must take any psychological assessments required for candidates by the Florida Annual Conference prior to appearing before a district committee on ordained ministry. Candidates for admission on probation shall have satisfactorily completed the psychological assessment process of the Conference; candidates transferred in on probation shall comply with the Standing Rules of the Florida Conference for candidates for admission on probation, including the psychological assessment process.
- 8) All candidates, except those applying for readmission for purpose of retirement or transfer, shall satisfactorily complete the psychological assessment process of the Florida Conference.
- 9) The Board of Ordained Ministry sets the following requirements for each applicant for full-time local pastor:
 - a) to have been an active member of a local United Methodist church in the Florida Annual Conference for two years prior to the date of application for licensing as a local pastor
 - b) to present a certificate of good health from a practicing physician
 - c) to file an itemized statement of financial obligations
 - d) to complete satisfactorily the psychological assessment process of the Conference
 - e) to provide for his/her file a current criminal background check prior to meeting with the district committee on ordained ministry
 - f) to be recommended by his/her district committee on ordained ministry

g) to appear in person before the board of ordained ministry or its executive committee for interview and recommendation for approval by clergy members in full connection at Annual Conference.

10) Persons seeking a relationship as a part-time local pastor shall complete the application process for local pastor and shall be interviewed and recommended by his/her district committee on ordained ministry.

11) Persons seeking the relationship of student local pastor must be certified candidates for ordained ministry, be enrolled in a University Senate-approved college or seminary, have completed a certified Licensing School, and be recommended by a district superintendent under whose supervision the person shall serve. Final approval shall come from the board of ordained ministry without the requirement of an interview.

12) All responsibilities of the former Board of Diaconal Ministry shall now be the responsibilities of the Board of Ordained Ministry. The chair of the Division of Deacons shall give leadership to the board for matters related to professional certification, continued candidates for diaconal ministry, and persons who remain consecrated diaconal ministers. The 1992 *Book of Discipline* shall serve as a guide in these matters.

2. **The Conference Board Of Pension And Health Benefits** (“CBOPHB”) shall have the organization and function of the predecessor Board of Pensions.

a. *Preacher’s Relief Board.* The Preacher’s Relief Board shall be a sub-group of the CBOPHB. The CBOPHB shall nominate the trustees of the Preacher’s Relief Board (or its successor corporation) for election by the Annual Conference. The Executive Director of the Division of Ministry and the Conference Treasurer shall serve as ex-officio members.

b. *The Health Insurance Committee.* The Health Insurance Committee shall be a sub-group of the CBOPHB with membership coming from the CBOPHB.

c. *Qualifying for Conference Sponsored Health Insurance Program.* Any ordained minister or Board approved Local Pastor of the Florida Annual Conference must serve in the Florida Annual Conference ten years before he/she qualifies for assistance with the Conference Sponsored Health Insurance Program (currently HEALTHFLEX) after retirement at age sixty-five or forty years of service. Five of the ten required years of service must be immediately prior to retirement and the participant must be enrolled in the Conference Sponsored Health Insurance plan during those five years. The specifics of the funding policies for retiree health insurance shall be prepared by the health insurance committee, reviewed and recommended by the Conference Board of Pension and Health Benefits, and adopted by the Annual Conference. Such funding policies shall be available through the office of the health insurance officer of the Annual Conference.

3. **The Commission on Equitable Salaries** shall be composed of between eight and sixteen members equally divided between laity and clergy and shall include a member of the Board of Ordained Ministry, two District Superintendents, one minister and one lay person serving a church assisted by Minimum Salary Funds. In addition to those elected by the Annual Conference the following agencies shall appoint member(s) with voice and vote: the Council on Finance and Administration (one member), the Board of Ordained Ministry (one member) and the Cabinet (two district superintendents). The Executive Director of the Division of Ministry and the Conference Treasurer shall serve as ex-officio members.

4. **The Joint Committee on Incapacity** shall be selected by the Board of Ordained Ministry and the Board of Pension and Health Benefits as described in the *Discipline*. The Executive Director of the Division of Ministry shall serve as an ex-officio member. A physician may be added to the membership by the Joint Committee on Incapacity to provide medical insights and understandings for the Committee. The physician shall have voice but not vote.

¶ 405. **Conference Board of Higher Education And Campus Ministry.** Pursuant to ¶ 608 of the *Discipline*, the following provisions shall be added to the requirements of ¶ 631 of the *Discipline*.

1. *Membership.* The membership shall be composed of twenty-four members, nominated on the basis of their interest and expertise, taking into consideration, whenever possible, concerns of inclusiveness and geographical representation, without diminishing the effectiveness of the Board's ability to carry out its mission, and elected by the Annual Conference. The ex-officio members shall include representatives from both the colleges and campus ministry units for whom the board has responsibilities of oversight and care. Ex-Officio members shall include the presidents of the Institutions of higher learning or their designated representatives, college chaplains, and campus ministers/directors, representing or otherwise serving the ministries within the bounds of the Florida Conference for which the Board has responsibilities of oversight and care and two United Methodist students, with voice and vote, elected at a meeting of the Florida United Methodist Student Movement; a representative from the Cabinet, with voice and vote; the Executive Director of the Board, and others designated by the *Discipline*.

2. *Terms.* The elected Board membership shall be divided into four classes to provide continuity.

3. *Officers and Executive Committee.*

a. The Board of Higher Education and Campus Ministry shall elect from the membership every four years a Chair, Vice-chair, Secretary, Finance Chair, Assessment Chair, and Scholarship Chair. These elected officers shall serve as members of the Executive Committee. Ex-officio members of the Executive Committee shall include one Campus Minister or Chaplain, with voice and no vote, and a representative of the Cabinet, with voice and vote.

- b. The Executive Committee shall have the responsibility and authority to act on behalf of the Board when the Board is not in session, with the exception of any business that may be reasonably postponed until the meeting of the full Board. A record of those actions shall be included in the Executive Committee Report and reported at the next Board meeting.
- 4. *Meetings and Quorum.* The Board shall meet at least two times per year to fulfill the responsibilities of oversight and care of the campus ministries and institutions of higher learning, within the bounds of the Florida Annual Conference, as outlined in ¶ 631 of the *Discipline*. A quorum shall consist of those members present and voting at a duly called meeting.
- 5. *Financial Recommendations.* The Board shall present to the Council on Finance and Administration of the Annual Conference the financial needs for adequate support of the colleges and campus ministries as related to the Annual Conference for apportionment to the local churches within the Conference.

¶ 406. **Board of Lay Ministry**

- 1. *Purpose.* There shall be a Conference Board of Lay Ministry, which shall be responsible for developing and implementing long-range and annual programs encompassing lay activities of men, women, and youth throughout the Conference.
- 2. *Membership.* The Board's membership shall coordinate the work of the Board. Membership on the Board shall include the Conference Lay Leader; the Vice-chair; the Board Secretary; the Board Treasurer; the Conference President of United Methodist Women or a representative of that group; the Conference President of United Methodist Men or a representative of that group; Chair of Conference Council Youth Ministry; a young adult representative; an older adult representative; one district superintendent, selected by the Bishop (without vote); a conference staff person (without vote); the immediate past Conference Lay Leader; the Director of Lay Speaking Ministries; the Director of Lay Renewal; the District Lay Leaders; six lay-member representatives of Conference Ministries, Committees, or other elected or appointed Lay Members of the Annual Conference (two men, two women, one youth and one older adult); and the Bishop, who is an ex-officio member.
- 3. *The Executive Committee.* The Executive Committee shall be composed of the Conference Lay Leader; the Vice-chair; the Board Secretary; the Board Treasurer; the Conference Staff Person (without vote); one District Superintendent, representing the Cabinet (without vote); and two members of the Board, elected at the Annual Conference or the first meeting after Annual Conference, by the Board of Lay Ministry.
- 4. *Elected Leaders' Responsibilities.*
 - a. *Conference Lay Leader.* The Conference Lay Leader shall be the Chair of the Board of Lay Ministry and the Executive Committee. The Lay Leader's duties shall include the following:
 - 1) Guiding the work of the Conference Board of Lay Ministry so that it shall be coordinated with the comprehensive program of the Conference;

- 2) Serving as an ex-officio member of other conference ministries, committees, and commissions. The Lay Leader may delegate this membership to another member of the Board of Lay Ministry if it is deemed advisable;
 - 3) Presenting a written report annually to the Board of Lay Ministry and to the Annual Conference.
- a. *Vice-chair.* The Vice-Chair convenes and presides at meetings of the Board of Lay Ministry when the Conference Lay Leader cannot be present.
 - b. *The Board Treasurer.* The Treasurer shall be responsible for preparing a Board of Lay Ministry annual budget, assisted by the Board of Lay Ministry, and shall submit it for approval.
 - c. *The Board Secretary.* The Secretary shall be responsible for the minutes of the Board meetings, Executive Committee meetings, and lay orientation meetings. The Secretary shall give the lay orientation minutes to the Conference Secretary for inclusion in the Conference Journal.
5. *Funding.* The work of the Conference Board of Lay Ministry shall be financed by an allocation of funds from the Annual Conference Administrative Budget.
 6. *Nominations and Election.* The Board of Lay Ministry, with the exception of the Bishop, shall act as the Nominating Committee for the Board. A Committee of Lay Leadership with a membership of seven members spread among the districts shall be elected to actively search for qualified persons who shall reflect the diversity of the membership of the conference. They shall work throughout the year to recruit persons for the Board of Lay Ministry.
 - a. The Committee of Lay Leadership shall receive names of qualified persons for the offices of Conference Lay Leader, Secretary of the Board, Treasurer of the Board, the two Lay Member Representatives of the Conference Ministry Teams, and the three Lay Members Representing the Annual Conference. The elected and appointed lay members of the Annual Conference shall consist of three lay member representatives: one each man, woman, and youth.
 - 1) The Committee of Lay Leadership shall be composed of seven members, two coming from the Board of Lay Ministry. They shall be selected by the Executive Committee of the Board of Lay Ministry to represent the geographic areas of the Conference. The chair shall be elected by the members of the committee, with respect to the inclusiveness of the church membership.
 - 2) No later than four weeks prior to the spring meeting of the Board, the names and contact information of the Committee of Lay Leadership shall be published in the Florida United Methodist Review, inviting names of qualified persons to serve.
 - 3) The Committee of Lay Leadership shall present all the names of the persons submitted (at least one for each position) to the Board of Lay Ministry at its spring meeting.

- 4) The Board of Lay Ministry shall select, from the proposed names, a slate of nominees at the spring meeting of the Board of Lay Ministry. This selection shall be done by secret ballot.
 - 5) The nominees selected by the Board of Lay Ministry shall be presented at the Annual Conference Laity Session. Other names may be added from the floor to the selected list if it has previously been ascertained that the nominee is qualified and has evidenced a willingness to serve.
 - b. The Conference Lay Leader shall be elected biennially. Nominations from the floor shall be allowed at all times through the election process for the Conference Lay Leader elected by lay and clergy at the Annual Conference, as well as other officers elected by the laity at the Annual Conference Laity Session. When nominating from the floor it must be previously ascertained that the nominee is qualified and has evidenced a willingness to serve. The Vice-chair shall be elected at a called meeting during Annual Conference or at the first called meeting following Annual Conference.
 - c. The Conference Presidents of United Methodist Women, United Methodist Men, the Chair of Conference Youth Ministry, the Director of Lay Speaking Ministries and the Director of Lay Renewal serve on the Board of Lay Ministry by virtue of their offices. A district superintendent, appointed by the Bishop, represents the Cabinet on the Board.
 - d. The Conference Lay Leader shall be authorized to appoint, subject to concurrence of the Board of Lay Ministry, various members of the Board of Lay Ministry as might be required to assist the Conference Lay Leader in carrying out the responsibilities of this office.
 - e. District Lay Leaders. There shall be a District Lay Leader in each District who shall be nominated by the District Committee on Leadership, elected by the District Conference and presented to the Annual Conference.
7. *Tenure.*
- a. *Conference Lay Leader.* The Conference Lay Leader shall be elected for a two-year period. The tenure of the Conference Lay Leader shall be limited to a maximum of four consecutive years.
 - b. *All other elected leaders.* The term of office shall coincide with the Conference Year and last for two years and no more than four years in any one office.
 - c. *The District Lay Leaders.* Tenure in office of the district Lay Leader shall be limited to four years.
 - d. *Vacancies.* The Board of Lay Ministry shall fill vacancies occurring between Annual Conference sessions. However, the temporary appointment shall end the next Annual Conference Session.
 - e. *Classes.* The Committee of Lay Leadership shall be divided into classes with no member serving more than three consecutive years. Members of a new class shall be elected annually. The classes shall be two, two, and three.

¶ 407. **Conference Board of Trustees**

1. *Establishment.* Pursuant to ¶ 2512 of the *Discipline*, there shall be a Conference Board of Trustees (“Trustees”).
2. *Trustees Hold Title.* The title to all Conference-owned property shall be held by the Board of Trustees of the Florida Annual Conference of the United Methodist Church, Inc., except those properties held by other incorporated bodies authorized by the Conference.
3. *Legal Status of Property.* The legal status of all property belonging to the Conference, including the tax status, shall be the responsibility of the Trustees.
4. *Insurance Coverage.* The Trustees hold responsibility for seeing that adequate insurance coverage, as determined in cooperation with the Conference Risk Management committee, is provided for all Conference-owned property and facilities.
5. *Responsible Use of Property.* The Trustees shall work cooperatively with all Conference agencies in plans for responsible use of Conference-owned property and facilities.
6. *Trustee Approval Required.* The Trustees shall approve acquisitions of real property, construction of new buildings, additions to existing facilities, and capital improvements to Conference-owned property.
7. *Review of Building Plans.* Before a building can be built, altered, or purchased 1) by a Conference agency with the Trustees holding title; or 2) with direct appropriations from the Conference budget; the Trustees must review and approve any plans at both the preliminary and final drawing stages and/or approve the purchase. The cost of this review shall be assessed against the projects involved.
8. *Capital Maintenance Endowments.* It is expected that the cost of all new buildings shall include funding for a “capital maintenance endowment” designated to pay for some of the future capital maintenance needs of the building.
9. *Repair and Maintenance.* The Trustees are responsible for repairing and maintaining all Conference-owned property titled to them, and will determine the means and methods suitable for this purpose.
10. *Staff Housing for Clergy.* The Trustees shall cooperate in providing housing for clergy staff persons employed by the conference. It is generally expected that, where residences are owned by the Conference and available, staff persons are to reside in them. In cases where a housing allowance is paid in lieu of a parsonage, the employing entity shall negotiate a satisfactory housing allowance and be responsible for paying it.
11. *Certificate of Insurance Required.* A certificate of insurance shall be furnished to the Conference Board of Trustees by companies performing work on Conference property. The Trustees shall require Conference agencies, which control the use of Conference-owned property to provide adequate insurance to cover all legal liability of the Trustees and those using the property.

¶ 408. **Conference Commission On The Status And Role Of Women.** The following provision shall be added to the requirements of ¶ 641 of the *Discipline*: Ex-officio

members shall include one representative each from the Cabinet, the Conference Council on Youth Ministry, and the Conference Church and Society Ministry.

¶ 409. **Conference Commission On Archives And History.** The following provision shall be added to the requirements of ¶ 638 of the *Discipline*: Membership shall consist of one coordinator from each district and up to three at-large members elected by the Annual Conference.

¶ 410. **Committee On Episcopacy.** The following provision shall be added to the requirements of ¶ 634 of the *Discipline*: The committee shall have fifteen members comprised of three persons nominated by the Bishop, three laywomen, three laymen, three clergy and three at-large persons selected to make possible the representation of ethnic minorities, youth and young adults. At least five of the fifteen members shall be clergy.

Section III. Other Conference Agencies.

¶ 411. Conference Committee On New Church Development

1. *Establishment.* The Annual Conference, pursuant to ¶ 608 of the *Discipline* and those paragraphs of the *Discipline* that allow it some discretion in structuring agencies required by the *Discipline*, establishes a Conference Committee on New Church Development.
2. *Membership.* The membership of the committee shall be the chair, elected by the Annual Conference; the district chairs or their representatives of the fourteen District Boards of Missions and Church Extensions; and seven persons selected from across the conference because of their expertise in new church development and to assure balance in the committee membership. In addition there shall be one representative of the Mission Ministry Team with voice but without vote; one representative of the Cabinet with voice but without vote; the Executive Director of the United Methodist Foundation with voice but without vote; the Director of Connectional Ministries with voice but without vote; the Executive Director of the Office of Congregational Transformation with voice but without vote, and Director of the Conference Hispanic Plan with voice but without vote, and the Conference Treasurer with voice but without vote.
3. *Executive Committee.* The Committee shall constitute an executive committee composed of chair, vice-chair, secretary plus two members of the committee selected by the Committee. The executive committee shall have the authority to handle business of the Committee needing action between meetings, and report such action to the next full meeting of the Committee.
4. *Responsibilities.* The Committee shall have the following responsibilities:
 - a. Approving all District plans for launching new congregations including mission congregations.
 - b. Administering all new church development funds and approving all funding requests from Conference and General Board Funds. (To assure coordination with the Florida United Methodist Foundation, Inc., the Chair and the Executive Director of the Committee shall serve as ex-officio

members of the Board of Directors of the Florida United Methodist Foundation, Inc.)

- c. Developing new methods for starting new communities of faith.

¶ 412. Conference Committee On Congregational Transformation And The Office Of Congregational Transformation

1. *Establishment.* The Annual Conference, pursuant to ¶ 608 of the *Discipline* and those paragraphs of the *Discipline* that allow it some discretion in structuring agencies required by the *Discipline*, establishes a Conference Committee on Congregational Transformation.
2. *Vision and Mission.* The vision of the Committee on Congregational Transformation: all congregations shall be transforming into vital churches of faithful disciples. Its mission shall be to empower clergy and laity to lead all congregations through transforming processes that will enable them to make disciples, care for them, nurture them, and send them out into the world.
3. *Membership.* The Committee shall consist of a chair elected by the Annual Conference, the Executive Director of the Office of Congregational Transformation, a representative from each District, ex officio members as described below, and five members-at-large from across the Conference with experience in congregational transformation. Ex-officio members, all with vote, shall be one District Superintendent, the chair of the Conference Commission on Equitable Compensation, the Conference Director of Connectional Ministries, the Executive Director of New Church Development, and the directors of any ethnic church development initiatives. Membership on the committee shall be as inclusive as possible of clergy and laity, men and women, as well as persons of various ethnic backgrounds. The Chair and members shall be nominated by the Conference Committee on Leadership and elected by the Annual Conference.
4. *Office of Congregational Transformation.* There shall be an Office of Congregational Transformation under the leadership of the Executive Director. The Director may be lay or clergy, and is named by the Bishop, after consultation with the Cabinet, to serve for such a term as the Bishop shall determine. This person shall be a member of the Extended Cabinet and receive the same compensation and benefits as District Superintendents.
5. *Areas of Leadership.* The Committee, guided by the Director, shall provide leadership to the Annual Conference in the following areas:
 - a. Implementing the church's mission to make disciples for Jesus Christ;
 - b. Developing functional categories for existing churches and missions, and using diagnostic tools that help congregations identify and understand their current reality and potential;
 - c. Providing leadership, training, and support for laity and clergy in congregations seeking transformation, including analysis, experimentation, reflection, planning, and implementation. This includes churches considering relocation, merger, or discontinuation.
 - d. Identifying, training, and supporting a core group of transformational leaders who will be available for consultation with the churches of the conference.

¶ 413. **The Conference Table**

1. *Establishment.* There shall be formed a forum for prayerful discernment and reasoned conversation known as The Conference Table.
2. *Vision and Mission.* The Conference Table shall be a forum of focus for consideration of strategic matters that concern the collective life of laity and clergy within the Annual Conference.
3. *Powers and Duties.* The Conference Table shall propose actions to the Annual Conference for disposition. The Conference Table has no authority to direct any conference agency nor shall it issue legislative directives.
4. *Leadership.* The Bishop shall chair the Conference Table, and the Conference Lay Leader shall be its vice-chair.
5. *Meeting Times and Locations.* The Conference Table shall gather no less frequently than quarter-annually, upon dates, times, and at places names by the Bishop, with no less than twenty days published notice to the entire Annual Conference. It shall meet in various locations across the Conference when and as directed by the Bishop.
6. *Membership.* The Conference Table shall form under a philosophy that all are welcome and some are expected. There shall be eighteen persons expected and they are the Bishop, the Conference Lay Leader, two persons designated by the Conference Lay Leader, the Director of Connectional Ministries, the Conference Treasurer, the Dean of the Cabinet, four persons designated by the Bishop (with special attention to the need for voice from ethnic and racial constituencies), and a representative of each of the following conference agencies: Board of Ministry, Conference Board of Higher Education and Campus Ministry, Conference Council on Ministries, Office of New Church Development, Office of Congregational Transformation, Conference Communications Ministry Team, and the Conference Council on Finance and Administration. Any expected person may designate a substitute. All involved shall seek to accomplish ethnic and racial and gender diversity and lay/clergy balance.
7. *Report and Recommendation.* The Conference Table shall report to the Annual Conference, and make recommendations to the Annual Conference as to what action it should take.
8. *Bishop to Establish Recommendations to Facilitate Discussion.* During gatherings of the Conference Table, the Bishop shall establish recommendations to enable the work and welcome the contribution of all who desire to speak either in person or in writing, in order to facilitate the discernment and reflection process. These recommendations shall be communicated to the Annual Conference, and may be modified at the will of the Bishop at any time.

¶ 414. **Conference Counseling Network Committee**

1. *Establishment.* There shall be a Counseling Network Committee.
2. *Vision and Mission.* The vision of the Counseling Network is to provide the Conference with competent ministerial and professional leadership through supportive counseling for United Methodist clergy and their families and church lay employees and their families. The Network Committee, following a thorough

and extensive application process, selects the Network Counselors who provide fee breaks to United Methodist clergy, lay employees, and their families. Subsidy grants are available through the Network Committee once financial need has been established. The Network Committee also serves as an advocate for Network Counselors, where appropriate, thereby supporting the mental health and well being of our clergy, lay employees, and their families. Client confidentiality is strictly maintained.

3. *Membership.* The Network Committee shall consist of clergy and laity who are interested in and have expertise in counseling. The Network Committee shall submit a nomination for the chair to the Committee on Lay Leadership. The Bishop shall name annually a cabinet liaison to the Network Committee from the current district superintendents.

4. *Terms.* Members, including the Chair, shall serve four-year terms and may serve up to two consecutive terms.

5. *Network Coordinator and Committee Consultant.* There shall be a Network Coordinator hired by the Network committee to perform the following tasks, but not be limited to them: processing applications for Network Counselors and subsidy requests for clients; updating the Counselor Directory; preparing public relations information, compiling statistical reports from Network Counselors; acting as registrar for Continuing Education Events for Network Counselors; and serving as secretary to the Network Committee. There shall be a Consultant to the Network Committee hired by the Committee to provide professional insight and expertise in counseling ministry. The Network Coordinator and Committee Consultant shall serve as ex-officio members of the Network Committee.

6. *Areas of Leadership.* The Network Committee shall increase the awareness of the availability of Network Counselors to those in need of counseling, through professional resources, while providing affordable access to counseling for United Methodist clergy, lay employees, and their families.

a. *Continuing Education Event.* The Continuing Education event for Network Counselors provides an opportunity to increase the knowledge of, and collegiality among, Network Counselors.

b. *Statistical Report to Annual Conference.* The Network Committee provides statistical reports to the Annual Conference and maintains information on each counselor to ensure high quality therapists.

c. *Counselor Directory.* United Methodists are encouraged to use the Counselor Directory for referral of parishioners in need of counseling.

¶ 415. **Shade And Fresh Water Ministry**

1. *Establishment.* There shall be established a program agency of the Conference named Shade and Fresh Water.

2. *Vision and Mission.* Shade and Fresh Water's vision is to promote the health of the Conference's clergy members and their families. Its mission will lead it to work in three directions:

a. It will provide an environment that addresses the physical, emotional, and spiritual dimensions of self-care to bring healing for clergy members and their family members;

- b. It will develop retreats to aid in the adjustment clergy families undergo during transitions from one appointment to the next;
 - c. It will advocate on issues that can also affect the health of Conference clergy and their families.
3. *Board of Directors.* The agency shall be led by the Board of Directors numbering no more than twenty and no less than seven. The tenure of the Board shall be as follows: one-third shall serve a two-year term; one-third a three-year term; and one-third a four-year term; with subsequent members serving a four-year term. The Board of Directors may include both clergy and laity of the Conference as well as people from outside the Conference.
 4. *Officers.* The officers of the agency shall be elected from the Board of Directors annually and shall include the following positions: President, Vice-President, Treasurer, and a Secretary.
 5. *Membership.* In addition to the Board of Directors and Officers, other members of the agency include all individuals and support service personnel who agree to the mission and vision statements; who participate in the development and envisioning of Shade and Fresh Water's development; and those who covenant to support Shade and Fresh Water with prayer and personal involvement.
 6. *Accountability to Conference.* Shade and Fresh Water shall elect a member from its Board of Directors to represent the agency on the Conference Council of Ministries. This representative, and the officers of Shade and Fresh Water, shall also answer to the Bishop and the Cabinet upon request from the Bishop and the Cabinet.

Chapter Five

RULES GOVERNING CONFERENCE AGENCIES

¶ 501. *Notice of Meetings; Meetings Open to All.* Each Conference agency shall give reasonable advance notice of the place and time of each regular meeting and each special meeting it calls. Notice shall be given through the Conference publications and/or the Conference website, and written e-mail notice (or written notice through the United States Postal Service if e-mail is unavailable). It shall be the responsibility of each agency member to assure that the chair has an accurate e-mail or postal address of record. All agencies shall welcome any person(s) who may desire to visit meetings to discuss and/or offer suggestions related to the work of the agency.

¶ 502. *Statement of Employee Salaries and Expenses.* Each Conference agency shall make available to the members of the Annual Conference, upon written request, an exact statement of the salaries and expenses paid on account of any person employed by the agency.

¶ 503. *No Conflicts of Interest or Remuneration.*

1. person whose private business conflicts with the purposes or business of a Conference agency, or that does or proposes to do business with that agency, shall be a member of that Conference agency.

2. No person may receive an honorarium, or be paid a fee, for services rendered, if that person is a member of the sponsoring or planning agency or organization.
3. No officers or members of any Conference agency shall receive remuneration for their service.

¶ 504. *Terms and Term Limits.* The term of service of all agency members elected shall begin as of the end of the Annual Conference session at which they were elected, and those ending in that year shall end at the close of that Annual Conference session. Membership on Conference agencies shall be limited to eight consecutive years for both clergy and lay members. Members rotating off any organization under these provisions shall become eligible for re-election to such organizations after a period of two years. No person shall serve longer than four years as chair of the same Conference agency.

¶ 505. *Agency Membership shall be in Classes.* The membership of all Conference agencies shall be elected in classes with a definite number of members in each class. The Standing Rules Committee will work with each agency to determine how best to implement this policy by Annual Conference, 2004.

¶ 506. *Membership Limited to One Conference Agency.* Membership shall not be held in more than one Conference agency, provided, however, that this rule does not apply to members of the Conference Committee on Investigation, Conference Counseling Network Committee, Committee on Episcopacy, Conference Committee on Leadership, The Board of Ordained Ministry, Annual Conference Program Committee, ex-officio members of agencies, or to anyone exempted by the *Discipline* or the Standing Rules.

¶ 507. *Conference Secretary to Review Agency Membership.* The Conference Secretary, with the assistance of the Administrative Assistant to the Conference Committee on Leadership, immediately shall review the Annual Conference elections, and any agency vacancies filled by the CCL, to determine if one person has been elected to two Conference agencies. The Conference Secretary shall notify the person and groups involved and, in turn, shall be notified as to which responsibility shall be accepted.

¶ 508. *General Board Members May Serve in Comparable Conference or District Agencies.* Persons serving on General Boards or agencies of the United Methodist Church who are members of the Florida Conference or are members of any church in the Florida Conference may be full members of the comparable Conference agency and of any comparable District Work Area. The rotation rule shall not apply for such term of service, but the rule regarding service on two boards shall apply.

¶ 509. *Reporting Holdings in Each District.* It shall be the duty of every Conference agency holding property to provide the District Superintendent with a complete list of its holdings within the district. The list shall include the title under which the property is held, a description of the land, and whether or not the property is exempt from taxes. The secretary of the agency shall report any changes in the list promptly.

¶ 510. *Charter and By-laws of Incorporated Agencies must be Filed with Conference Secretary.* The Charter and by-laws of each incorporated legal and financial organization of the Conference shall be filed with the Conference Secretary and posted on the Conference website. The Conference Secretary shall be notified immediately of any proposed change in these Charters or by-laws. The Conference Secretary shall also list the legal and financial organizations in this standing rule each year. These organizations are as follows:

1. The Trustees of the Florida Annual Conference
2. The Florida United Methodist Foundation
3. The Florida Conference Credit Union
4. The Florida United Methodist Committee for New Church Development, Inc.

¶ 511. *Prohibition on Loaning Conference-Owned Equipment, Software, and Information.* Conference-owned equipment shall not be loaned or rented to profit-making organizations, because such action might endanger the tax-exempt status of the Annual Conference. Conference-owned computer software and information (such as mailing lists and e-mail address lists) shall not be shared or loaned without the permission of the Annual Conference.

Chapter Six

RULES GOVERNING DISTRICTS AND DISTRICT SUPERINTENDENTS

Section I. Rules Governing Districts

¶ 601. *District Conference.* There shall be in each district a District Conference or some other District-wide annual meeting representative of all the church. It shall be the unit responsible for the election of the District Council on Ministries and for representatives to the Conference agencies as detailed in Standing Rules ¶¶ 402 and 404. The membership shall consist of the following: the District Superintendent, who shall be chair; from each local church: the Pastor(s), the Church Lay Leader, the Lay Members of the Annual Conference, the Council on Ministries chair, the President of United Methodist Women, the President of United Methodist Men, the President of United Methodist Youth, the Administrative Board Chair, the Administrative Council Chair, and such other representatives as the district may direct. From the District at-large shall be the District lay Leader, the District President of United Methodist Men, the District President of United Methodist Women, the President of the District Department of Youth Ministries, the chair of the District Trustees, the President of the District Board of Missions or its equivalent, and such other District officers as the district may direct.

¶ 602. *District Committee on Leadership.* Each district shall have a District Committee on Leadership, of which the District Superintendent shall be chair. Nine persons, at least five who shall be laypersons, shall be elected in classes of three for three-year terms. The committee shall be elected at the District Conference.

¶ 603. *District Council on Ministries.* There may be in each district a District Council on Ministries in accordance with the *Discipline*.

¶ 604. *Create Organization to Carry Out Purpose.* Each District may organize ministries, work areas, task forces, and committees, as it shall deem advisable to carry out its purpose. Chairs of task forces or other special committees may be voting members of the District Council while that group exists.

¶ 605. *District Committee on Ministry.* There shall be a District Committee on Ministry as provided in the *Discipline*, which shall be related to the Board of Ministry as described in Standing Rule ¶ 404.1(a).

¶ 606. *Committee on the District Superintendency.* There shall be a Committee on the District Superintendency composed of eleven persons, including the district lay leader, two lay women, two lay men, two clergy, two at-large members selected to make possible the representation of ethnic minorities, youth, and young adults, and two additional persons appointed by the District Superintendent; provided that at least three of the eleven shall be clergy, and seven shall be lay persons. The Bishop of the Area shall be an ex-officio member.

¶ 607. *District Clergy Housing Committee.*

1. *Establishment.* Each District of the Florida Annual Conference shall have a District Clergy Housing Committee (“DCHC”) unless the District Superintendent assigns the responsibilities of that committee to the District Board of Trustees

2. *Membership.* If a District Clergy Housing Committee is created it shall be composed of six to nine members elected annually at the same time and in the same manner as other leadership of the District is elected. All members shall be active members in local United Methodist Churches of that District. Membership of the committee should reflect the churches of that District including size, race and ethnic makeup. Recommended membership of the committee should be one-third clergy, one-third laywomen and one-third laymen.

3. *Responsibilities.* The responsibilities of the Committee or the District Trustees acting as the committee are to:

- a. Work in cooperation with the District Board of Location and Building to ensure that all proposed parsonages fulfill the requirements for parsonages as stated in the Standing Rules and the *Discipline*;
- b. Be available, at the invitation of the District Superintendent, to mediate conflicts between churches and pastors regarding parsonages or housing allowances.
 - (1) Local churches (via trustees, parsonage committees, or staff-parish committees) or the clergy family may request mediation.
 - (2) Although it has no binding authority, the Committee would work with the local church, District, and Conference leadership to resolve the issues.
- c. Approve the housing allowance offered by any church in lieu of a parsonage. In reviewing and approving all housing allowances for clergy in

the District, the committee shall insure the allowance complies with the Standing Rules and the *Discipline*. The committee must review these allowances at least once every four years to insure they represent the housing market of the time.

d. Ensure all clergy housing complies with the Standing Rules by 2007. In order to ensure compliance, the Committee shall:

- 1) assist local churches in developing plans to bring parsonages up to the required standards; and
- 2) extend deadlines for up to three years if churches are working in good faith to fulfill the standards.

e. Inspect each parsonage in the District at least once every four years or more frequently when:

- 1) requested by the pastor;
- 2) requested by local church Trustees, Parsonage Committees or Staff-Parish Committees;
- 3) needed to insure agreements through mediation are being fulfilled in a timely manner;
- 3) needed to insure upgrades are being done as agreed upon;
- 4) there is a change of pastors.

f. In consultation with the District Superintendent, make exceptions to the Conference Parsonage Standards and Recommendations and housing allowances when special needs exist.

¶ 608. *Commencement of Terms*. All officers and members of District Boards and Agencies assume the responsibilities of their duties on January 1 following their election.

¶ 609. *Budgets and Financial Reports*. Each group dealing with finances shall present a financial report to the District Conference, including a report of the budget, income, expenditures of the past year, and a recommended budget for the coming year. There may be an advisory District Committee on Finance for the purpose of coordinating district funds.

Section II. Rules Governing District Superintendents

¶ 610. *Prohibitions on Membership*. No District Superintendent shall be a member of any Conference agency except for the Conference Board of Trustees or as otherwise provided by these Standing Rules or the *Discipline*.

¶ 611. *File Statement of Apportionments*. Each District Superintendent shall, at the earliest possible date, file with the Conference Treasurer a statement of the amount of apportionments asked of the various churches and charges within the District.

¶ 612. *District Audits Required*. Every District Superintendent shall send to the Bishop and to the Conference Treasurer an annual financial statement or audit of all financial activity within the District, including the district work fund, district missions and church

extension fund, and other district entities and agencies, according to the specifications and within the time-frame as directed by the Council on Finance and Administration.

Chapter Seven RULES GOVERNING CLERGY HOUSING

¶ 701. *Parsonage Requirements.* Set forth below are required and recommended parsonage standards. The required standards are the minimum requirements that all existing parsonages must have by June 1, 2007, and that any parsonages purchased after May 30, 2003 must have. The suggested standards give the Bishop and the Cabinet more flexibility when assigning a pastor; parsonages not meeting the suggested standards may limit who can be sent to serve that particular church or circuit.

1. *Required Standards.* In addition to the requirements set forth in the *Discipline* for parsonages, the following items are required for all parsonages in the Conference. Parsonages that do not meet these standards must comply with them by June 1, 2007 unless exempted by Standing Rule ¶ 607.

- a. *Electrical wiring* that meets code and is sufficient to meet today's needs for electricity.
- b. *Climate control* – both heating and air conditioning
- c. *Rooms:* Living Room or Great Room; Dining Room or eating area large enough for at least eight people; Kitchen; Three bedrooms; Two baths; Indoor laundry area; Shelter for two vehicles; Secure storage area
- d. *Equipment:* Good quality dependable appliances; Stove; Microwave; Dishwasher; Refrigerator with freezer compartment; Washer and dryer; Hot water heater of at least forty gallons; Wired for basic cable or satellite dish service; Maintained smoke alarms; Current fire extinguishers for kitchen and other required areas; Vacuum cleaner if there are carpets
- e. *Lawn Maintenance:* If no lawn service is provided and the pastor is expected to maintain lawn the following are minimum requirements: Gas mower; Trimmer; Weed eater; Rake; Shovel; Electrical or gas hedge trimmer if needed
- f. *Security System:* Monitored security system that insures the security of the entire house.
- g. *Furnishings:* Quality window coverings in neutral colors that insure privacy; Quality floor coverings in neutral colors that are durable and easy to maintain.
- h. *Maintenance:* Regular pest control inspection and treatment; Annual termite inspection and treatment; Annual inspection and cleaning of ductwork as needed; Landscaping and maintenance thereof should be representative of the neighborhood; Regular schedule for painting both on the outside and inside of the house as needed; any needed repairs should be done in a timely manner; Annual carpet cleaning; Regular maintenance and cleaning of chimneys.
- i. *Location of all new or replacement parsonages:* Should not be on the main church property but at a distance that insures privacy for the pastor and

- family; Needs to be located in a good school system; Should be located in what is perceived as a “safe” community; Location that permits children.
2. *Recommended Standards.* The following standards are not mandated, but each church is encouraged to meet these standards as fully as possible:
 - a. *Rooms:* Four bedrooms; family room; Study; Two-car enclosed garage.
 - b. *Equipment:* Garbage disposal; Freezer.
 - c. *Handicapped Accessibility:* At least one walk in shower and one tub; Physically disabled accessibility throughout the house.
 - d. *Safety:* Permanent equipped hurricane shutter for all exposed exterior glass areas within ten miles of the coastal shoreline; Safe storage area for paints, gasoline, or other flammables.
 - e. *Lawn:* Irrigation system for the yard.

¶ 702. *Housing Allowances.*

1. *Determining the Amount of the Housing Allowance.* The District Trustees or the District Clergy Housing Committee (“DCHC”, see Standing Rule ¶ 607) shall determine, no less than every four years, the minimum housing allowance for the District, or portions of a District. The minimum housing allowance shall be the amount necessary to rent or own one of a number of single-family residences or condominiums within reasonable commuting distance of the churches within the District, not to exceed twenty miles. The residences used as models for the calculation shall be in compliance with the Conference standards for parsonages. It is recognized that there may be wide differences in costs within a District. The DCHC or the District group with the responsibility may, for that reason, determine several costs, depending on the location of the churches in the District. The District Superintendent must approve variances with the approved minimum housing allowance. The District Trustees or DCHC shall provide listings of potential residences to churches within the District that offer housing allowances and to pastors new to the District. In addition to the amount of the housing allowance, an equitable utility allowance, set by the church leadership in consultation with the pastor, shall be paid to the pastor by the church. The church may assist the pastor (if renting is desired) in paying a security deposit. If the church makes such a payment and the rental unit is not left in clean condition and a portion of the security deposit is not returned to the church, the pastor will be responsible for reimbursing the church. It is understood that if the pastor selects a rental unit it shall have an annual lease that will commence at the beginning of the appointment year and end at the conclusion of that year..
2. *Procedures for Congregations Considering Housing Allowances.*
 - a. Any congregation considering a housing allowance shall consult with the District Superintendent to understand all the positive and negative aspects of housing allowances.
 - b. Before implementing a housing allowance, a congregation must obtain the District Superintendent’s permission and have the amount of the proposed allowance approved by the DCHC or the party fulfilling that role. As a part of the request for permission, the congregation must present a

tentative draft budget for the first two years and demonstrate the impact of the change on the overall fiscal health of the congregation.

c. If the congregation decides to sell an existing parsonage, the church leadership shall follow the *Discipline* guidelines for selling the parsonage and using the proceeds of the sale.

3. *Allowances below the District Minimum Rate.* Churches currently paying housing allowances below the District minimum rate must, in consultation with the District Superintendent, develop a plan that is approved by the DCHC or the party fulfilling its duties which would bring the allowance up to District minimum in a reasonable amount of time.

¶ 703. *Parsonage Furniture.* Each clergy person shall be responsible for providing the furniture in the parsonage, except for the appliances, window and floor coverings, and other items set forth in Standing Rule ¶ 701. This rule shall be phased in as follows: the clergy person shall be required to provide all furniture for bedrooms and the study by June 1, 2005; the clergy person shall be required to provide all furniture by June 1, 2007.